



DEPARTMENT OF THE NAVY  
NAVAL MEDICAL RESEARCH CENTER DETACHMENT

LIMA, PERU  
UNIT NUMBER 3800  
APO AA 34031 - 3800

IN REPLY REFER TO

NMRCDINST 1050.4A  
30 June 2004

NMRCD INSTRUCTION 1050.4A

From Officer-in-Charge  
To: Distribution List No 1

Subj LEAVE AND LIBERTY POLICY

Ref (a) OPNAVINST 1000.23 B  
(b) SECNAVINST 1050.5 C  
(c) MILPERSMAN 1050-010 through 1050-410

1. Purpose. To set the administrative procedures for requesting leave and liberty in accordance with reference (a) through (c).
2. Applicability. This Instruction applies to all officers and Enlisted Personnel assigned to NMRCD.
3. Cancellation. NMRCD Instruction 1050.4 is hereby cancelled
4. Leave/Liberty

a. The granting of liberty is an instrument of Command management and broad policy guidance is contained in reference (b). The granting of liberty will be subject to the accomplishments of workload requirements and the needs of the Command. However, the need for rest, relaxation, independent study and the pursuit of physical and mental fitness is fully recognized. It is the policy of this Command to maximize the attainment of both the organizational requirements and the elements of human need to the greatest extent possible. In view of these considerations the following policy for liberty is established.

b. Regular Liberty. Regular Liberty is any authorized absence granted for short periods of time, usually between the end of one normal working day and the beginning of the next, to provide respite from the working environment or for other specific reason, at the end of which personnel are physically on board the Command. Public holiday weekends and public holiday periods, which, by direction of the Officer-in-Charge, are extended to exceed 72 hours are classified as Regular Liberty. Liberty is not chargeable as leave. Regular Liberty for staff personnel will commence at 1630 on normal work days or at the end of the established working period for personnel authorized adjusted working hours, provided watches or other duties are not assigned. Regular Liberty will expire at 0800 the next normal workday or at the beginning or the next established duty of watchstanding period.

c. Special Liberty. Special Liberty is liberty granted outside of Regular Liberty which requires the individual to be continuously absent from work or duty for unusual reasons, such as family or personal emergencies, compensatory time-off, to exercise voting responsibilities, for observance of major religious events or for special recognition. Special Liberty shall not exceed 72 hours, except in the case of the Special Four-Day Liberty which can be granted only for a specific reason and only by the Officer-in-Charge. Requests for Special Liberty for 1/2 day or less may be approved for enlisted personnel by the Department Head, workload requirements permitting. Subject to the limitations specified in reference (b), requests for Special Liberty up to 48 hours and for 72 hours may be granted by Department Heads for deserving personnel when circumstances justify and operating requirements permit. Special Liberty for periods up to 72 hours for Department Heads may be authorized by the Officer-in-Charge. Special Liberty of 96 hours may be granted by the Officer-in-Charge for special recognition of a member of the Command who has performed above and beyond the call of duty or for other special circumstances. The Officer-in-Charge may grant Special Liberty to the Command, as a unit, as a traffic safety consideration for long weekends involving a national holiday for avoidance of peak traffic periods. Special Liberty will not be combined with regular Liberty, including holiday periods, when the total absence will exceed 72 hours. Regular/Special Liberty shall not be combined with leave in continuous absence from the Command. Liberty periods shall not be effective in conjunction with, or used in series through recommencement immediately after return to duty. Staff personnel in pay grades E-5 and below requesting Special Liberty shall submit a Special Request Authorization (NAVPERS 1336/3), in triplicate. Upon approval, the original request will be retained by the requestor. One copy will be retained by the approving authority. Normally, requests for Special Liberty will be approved or disapproved within 72 hours of submission. Accordingly, each signature on the request shall have the date and time of signature recorded.

d. Compensatory Time Off. Compensatory Time Off may be granted, upon request, following eight or more hours of continuous duty performed on a national holiday. Compensatory Time Off will not be authorized for a day preceding the National Holiday on which an assigned watchstander has actually stood duty. Except in unusual circumstances, Compensatory Time Off will be granted only during the week following the national holiday. Requests for Compensatory Time Off shall be submitted via the Chain of Command to the Department Head for approval/disapproval, utilizing NAVPERS 1336/3.

5. Leave. Leave, as defined in Navy Regulations, is the authorized absence of an individual from his or her place of duty, chargeable against such individual in accordance with Armed Forces Leave Act of 1946, as amended. Personnel are encouraged to avail themselves of the opportunity to take leave. Request for annual, reenlistment and emergency leave from personnel of Philippine extraction who wish to take leave in their native country will be forwarded via the Chain of Command to the Administrative Office for processing in accordance with reference (c). The terms earned leave, advance leave, excess leave, emergency leave, retirement leave, convalescent leave and separation leave are frequently used and are defined as follows:

a. Earned Leave. Leave accrued to an individual's credit as of any given date. Leave is earned at the rate of two and one-half days per month, excluding periods of confinement as a result of Courts-Martial action or absence without leave as defined in Article 86 of the Uniform Code of Military Justice. Earned leave may accumulate not to exceed a maximum of sixty days as of the last day of each fiscal year (30 September); on the first day of each fiscal year (01 October) accumulated leave balances in excess of 60 days are automatically reduced to 60 days, unless otherwise provided for in current directives. Leave balances are reported on the Unit Commander's Leave Listing. This monthly report is provided by the Personnel Support Detachment, Mayport, Florida, and shall be reviewed by the Administrative Office and maintained by the Leave Control Officer. It shall be used as a primary source document for determining leave balances and for verifying that periods of leave have been correctly processed and accurately reflected on an individual's Leave and Earning Statement. Inquiries regarding leave balances will be referred to the Leave Control Officer.

b. Advance Leave. Leave granted to its actual accrual to the individuals account, based on a reasonable expectation that it will be earned by the individual during the remaining period of active duty obligation. To avoid excessive minus leave balances, advance leave must normally be limited to 45 days, or the amount of leave which will be earned during the remaining period of active duty, whichever is less. Advance leave will be granted only to resolve emergency and urgent personal or morale problems; requests for leave which will result in a minus leave balance in excess of fifteen days or which cannot reasonably be expected to be earned prior to the expiration of an individual's remaining active duty obligation will be forwarded to the Administrative Office for processing.

c. Excess Leave Leave granted in excess of earned and

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advance leave during which the individual is not entitled to pay and allowances. Excess leave may be granted in emergencies, provided that the aggregate of all leave granted (regular + advance + excess) does not exceed 60 days. Emergencies requiring absence from duty longer than 60 days shall be considered on a humanitarian reassignment basis.

d. Emergency Leave. Leave granted for a personal or family emergency requiring the service member's presence. A family emergency is defined as one involving the immediate family of the service member or the immediate family of the spouse of a service member. Immediate family members are considered to be parents, brothers, sisters, dependent children or only living relatives.

e. Convalescent Leave. Leave, including maternity leave, granted subsequent to admission and hospitalization for individuals under medical care for sickness or wounds and not yet fit for duty; considered part of treatment and not chargeable to the individual's leave account. Convalescent Leave shall not normally exceed 30 days in duration and will be limited to the time essential in relation to the diagnosis, prognosis, estimated duration of treatment and probable final disposition. Personnel granted Convalescent Leave shall report to the Command for preparation or disposition of Leave Authorizations and shall personally notify their Department Head of the duration of the Convalescent Leave.

f. Separation Leave. Regular Leave consisting of accrued and advance leave, not to exceed the amount of leave to be earned on the actual day of separation. Separation Leave in excess of 60 days cannot be granted. When consistent with the Command regulations, eligible personnel may request Separation Leave to expire on the day of discharge, retirement, transfer to the Fleet Reserve, release from active duty (less authorized travel time) or separation. Requests will be forwarded via the Chain of Command to the Administrative Officer for processing and approval / disapproval by the Officer-in-Charge. Department Heads shall not expect that an on-board relief will be provided for personnel authorized Separation Leave. Since personnel authorized Separation Leave are not required to return to the Separation Activity prior to separation from the Naval service, all pre-separation counseling, administrative requirements and a complete physical examination must be completed prior to departing on Separation Leave. Separation Leave will not be granted to personnel being administratively discharge. Further policy regarding Separation Leave and accrued leave creditable upon retirement or transfer to the Fleet Reserve is contained in MILPERSMAN 1050-010 through 1050-410 of reference (c).

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6. Leave Request Procedures. Leave will be requested and authorized by NAVCOMPT Form 3065 (3PT) (REV.2-83). The granting of leave is subject to workload, and Command requirements. The following procedures are established for processing leave requests:

a. Annual Leave. Annual Leave requested to begin during a normal workday (Monday through Friday) will commence at 1630. Annual leave requested that commence on a weekend or national holiday may commence anytime during that day (i.e., 0001 - 2359). Members will ensure that normal working hours are listed in Block 16 of NAVCOMPT Form 3065. The reverse side of NAVCOMPT Form 3065 (Part 1) contains general policy regarding an individual's conduct and responsibilities while in an authorized leave status; compliance with this policy is directed.

(1) Officer personnel shall forward their Leave Request/Authorization (NAVCOMP FORM 3065) to the Officer-in-Charge via the Administrative Officer. Approved leave requests will be returned to the Administrative Office for processing.

(2) Enlisted personnel shall submit their Leave Request/Authorization (NAVCOMP 3065) via their Chain of Command to the Officer-in-Charge. Approved request will then be forwarded to the Administrative Office for processing.

(3) Extension of Leave. Member must contact the OOD or OIC for approval of extension of leave. The OOD may grant extensions of leave up to 10 days. All requests of extension of leave for more than 10 days MUST BE APPROVED BY THE OIC.

b. Emergency Leave. Emergency Leave may be granted at any time to any member of the Command who requires time off to attend to a situation relating to a clear and urgent, tragedy or critical illness/death involving an immediate family member. Emergency Leave will normally be granted for ten days and extensions may be authorized, upon request, as warranted by the circumstances. Extensions of Emergency Leave will normally be limited to five days or less. All requests for Emergency Leave shall receive immediate attention as outlined below:

(1) During normal working hours, all personnel shall submit requests for Emergency leave via the Chain of Command for approval/disapproval and processing. Red Cross verification is not mandatory but may be requested, at the discretion of the approving authority.

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(2) After normal working hours and on weekends and holidays, the Administrative Officer and/or CDO shall approved/disapprove Emergency Leave requests based upon careful review of pertinent facts related to the emergency. (Prior to approving/disapproving request, the Administrative Officer will contact the Officer-in-Charge to ensure there is no objection to approving a request for Emergency leave) Red Cross verification of the Emergency may be requested at the discretion of the approving authority.

c. Administration of Leave. All leave requests will be forwarded to the Administrative Office for processing.

(1) Upon receipt of an approved Leave Request / Authorization, the Administrative Office will ensure the appropriate Leave Control Number is assigned and entered in Block 2 of NAVCOMPT Form 3065 and will ensure the necessary information is correctly recorded in the Naval Medical Research Center Detachment Leave Authorization Log. Assignment of Leave Control Numbers and ensuring the necessary information is entered in the Leave Authorized Log will be accomplished within forty-eight hours of receipt of an approved Leave Request/Authorization. The completed Leave Request/Authorization will then be filed in the Leave Authorization File. Individuals shall personally report to the Administrative Office to obtain their copy of the Leave Authorization. For leave beginning on a weekend or holiday, Leave Authorizations will be available at 1500 on the last normal work day preceding the day of departure on a weekend or a holiday. Personnel are not authorized to depart on leave without having approved Leave Authorization papers in their possession. Completed Leave Request/Authorization forms will be filed by day of departure.

(2) When an individual departs on leave, the departure time and date will be annotated in the Command Log and in Blocks 27(a) and (b) of the Leave Authorization and signed by the CDO, or assigned duty personnel in Block 27(c). Part 1 of the Leave Request/Authorization will be given to the individual, Part 2 will be retained by the Command and filed in the Leave Authorization File by date of return from leave.

(3) When an individual returns from leave, the return time and date will be annotated in Blocks 28(a) and (b) of part 2 of the Leave Authorization and signed by the CDO or assigned duty personnel in Block 28(c). The individual will personally deliver Part 1 of the Leave Request/Authorized to the Administrative Office on the next normal working day. Individuals returning from leave on a weekend must return before the commencement of normal working hours, and those returning on a weekend or a legal holiday

must return prior to 2359, to ensure that the day of return is recorded as a day of duty and not charged as an additional day of leave account.

(4) The Administrative Office will assemble Leave Request/Authorization Parts 1 and 2, for completion of Blocks 30 through 33.

(5) All personnel departing on or returning from leave will personally report their departure and return to the CDO or Administrative Office personnel to ensure the required entries are recorded in the Command Leave Log. Unless otherwise directed by proper authority, personnel are authorized to report leave departure and return via telephone, provided the time of the call coincides with the periods of authorized leave departure/return as recorded on the Leave Authorization. All telephone calls must be made from the individual's local residence, within the authorized leave period. The local area is defined as the Lima and outlying areas, within which the individual resides and commutes to and from work on a daily basis. Personnel are cautioned that abuse of the privilege of reporting leave departure or return by telephone will be cause for disciplinary action for violation of Articles 86 and 92 of the Uniform Code of Military Justice. All leave departures and returns shall be recorded in the Command Leave Log. Properly reporting leave departure and return is an individual responsibility; failure to do so will result in disciplinary action and additional leave charges against an individual's leave account.

(6) While Emergency Leave may commence at any time, annual leave commencing on a normal work day will commence at 1630 or upon conclusion of an assigned watch or shift. Annual leave commencing on a weekend or holiday can commence at any time between 0001 and 2359. The day of actual departure on leave is counted as a day of duty.

(7) Emergency and Annual Leave expiring on a normal work day will expire at 0700 and the day of return will be counted as a day of duty. Leave expiring on a weekend or holiday, may expire at any time between 0001 and 2359 and the day of return will be counted as a day of duty.



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